

## **Student Organizations – Quick Reference Guide**

### **ACADEMIC SUCCESS**

#### **Primary Contact:**

- Bar-related Events: Margaret Greer, Academic and Professional Success Lecturer, [mgreer@uchastings.edu](mailto:mgreer@uchastings.edu)
- Academic Skills Events: Jennifer Freeland, Academic and Professional Success Lecturer, [freelandjennifer@uchastings.edu](mailto:freelandjennifer@uchastings.edu)

#### **Contact us for:**

- Help planning and facilitating academic skills and bar exam success events.

### **ALUMNI OFFICE**

#### **Primary Contact:**

- Jordan Ketring, Assistant Director of Annual Giving, [ketringjordan@uchastings.edu](mailto:ketringjordan@uchastings.edu)
- General inquiries: [AlumniCenter@uchastings.edu](mailto:AlumniCenter@uchastings.edu)

#### **Contact us for:**

- Help seeking donations from companies, alums, and outside sources as we can potentially match donations, solicitation advice and follow-up notes from the College, letters confirm your 501(c)(3) status, etc.
- UC Hastings swag donations to gift alumni who participate in your events (available at our discretion subject to availability)

### **CAREER OFFICE**

#### **Primary Contact:**

- Annabrooke Temple, Associate Director for Career Development, [templea@uchastings.edu](mailto:templea@uchastings.edu)
- General inquiries: [career@uchastings.edu](mailto:career@uchastings.edu)

#### **Contact us for:**

- Help planning and facilitating career & professional development events.

### **COLLEGE EVENT CENTER**

#### **Primary Contact:**

- Stella Cunanan, College Event Resource Assistant, [cunanans@uchastings.edu](mailto:cunanans@uchastings.edu)
- Lan Tran, College Event Resource Coordinator, [tranla@uchastings.edu](mailto:tranla@uchastings.edu)

**Contact us for:**

- Room reservations & event logistics (including media service and facilities requests, ABC license forms, room protocols, etc.): [cec@uchastings.edu](mailto:cec@uchastings.edu)
- Advertising in the Weekly: [weekly@uchastings.edu](mailto:weekly@uchastings.edu)

**FACILITIES**

**Primary Contact:**

- Sunny Dhamrait, Facilities Manager, [Dhamrait@uchastings.edu](mailto:Dhamrait@uchastings.edu)
- All service requests should be submitted to: [facilities@uchastings.edu](mailto:facilities@uchastings.edu).

**Contact us for:**

- Help with event setup and special needs. Please note that your original facilities request should be made when you reserve your room for an event on Astra.

**FISCAL SERVICES**

**Primary Contact:**

- Sandra Plenski, Associate Director of Fiscal Operations, [plenskis@uchastings.edu](mailto:plenskis@uchastings.edu)
- All fiscal requests should be submitted to: [fiscal@uchastings.edu](mailto:fiscal@uchastings.edu).

**Contact us for:**

- Opening, accessing, or depositing funds in a UC Hastings account for your student organization.
- Help with the reimbursement process.

**INFORMATION TECHNOLOGY/ HELP DESK**

**Primary Contact:**

- All requests & questions should be submitted to: [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu) and they will be individually answered.

**Contact us for:**

- Creating or accessing your student organization's "@uchastings.edu" email account.
- Questions about UC Hastings provided technology needs for your events (e.g. RegFox, Qualtrics, etc.)
- Creating/maintaining your website presence.

## **MEDIA SERVICES**

### **Primary Contact:**

- All service requests should be submitted to: [media@uchastings.edu](mailto:media@uchastings.edu).

### **Contact us for:**

- Help with media needs at events (including taping events, microphone and audio equipment, etc.). Please note that your original media services request should be made when you reserve your room for an event on Astra.

## **PRO BONO**

### **Primary Contact:**

- Brittany Glidden, Director, Externship and Pro Bono Programs, [gliddenbrittany@uchastings.edu](mailto:gliddenbrittany@uchastings.edu)
- Jayme Jackson, Program Assistant, Pro Bono Program, [jacksoja@uchastings.edu](mailto:jacksoja@uchastings.edu)

### **Contact us for:**

- To find out about pro bono opportunities related to your org
- To get our help advertising pro bono events or opportunities your org is organizing

## **STUDENT SERVICES**

### **Primary Contact:**

- Leeja Patel, Director of Student Life, [patelleeja@uchastings.edu](mailto:patelleeja@uchastings.edu)
- General inquiries: [studentservices@uchastings.edu](mailto:studentservices@uchastings.edu)

### **Contact us for:**

- Registering your student organization (including approval of bylaws).
- UC Hastings swag donations for events (available at our discretion subject to availability).
- Checking out ice buckets, platters, etc. for events.
- General assistance or advice related to your student organization, including:
  - Transition and training for new officers
  - Leadership development training
  - Event planning advice
  - All miscellaneous questions